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CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

1 September 1971

1. Present were: 25X1A



2. No regular DD/P Staff Meeting this week.
3. Items of interest from the DD/S Staff Meeting. 25X1A

a. Revision of Training Courses. [REDACTED] gave several examples of how OTR's programs are constantly undergoing review and change; for example, the recent shortening of Orientation Training from 12 weeks to 4 weeks and the earlier combining of the Clandestine Service Review and the Intelligence Review courses into the Advanced Intelligence Seminar. He noted that, in the future, OTR hopes to develop a series of "core" courses for professionals. These will consist of a series of courses for professional employees at the beginning, intermediate and senior levels of career development designed to meet the needs of each Directorate.

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[REDACTED] then described recent modifications to basic training offered to Career Trainees and other new professional employees. He pointed out that the curriculum for Support Directorate

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Career Trainees (only three trainees in 1971) now comprises the 4 weeks of the Intelligence and World Affairs course and the 24 weeks (under OTR management) of interim assignments in two Directorates.

Following is complete schedule of courses for the CT Program for this year.

	CS	DDI	DDS	Length (weeks)
Intelligence and World Affairs	X	X	X	4
Records I & II and Reports	X	--	--	1
Intelligence Writing Seminar	--	X	--	1
Interim Assignments	X	X	X	24
Basic Operations Course	X	--	--	16
Intelligence Production Course	--	X	--	8
TOTAL weeks of training	45	37	28	

b. DCI Meeting with Summer-Only Employees. Mr. Coffey reported the Director unexpectedly held a meeting with 118 summer employees one morning last week. In a very warm and informal atmosphere, the Director thanked the summer employees for their contributions and clearly indicated that their program was not to come to an end. He said he hoped that they had developed an appreciation for the Agency, its people, and where it is trying to go. As a result of their experience, he hoped they would be able to set straight certain misconceptions about the Agency; specifically, the fact that the Agency does not operate domestically and is not involved in drug trafficking overseas.

c. Flu Vaccine. OMS anticipates a flu vaccine program sometime during October. More information will be made available later.

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d. Fact Book. [REDACTED] noted that, in response to a request from the Director, OTR is at work on a "Fact Book." It will be compiled in time to meet a DCI 30 September deadline. The book will be designed for use by Agency employees whose duties put them in frequent contact with the general public, such as Recruitment Offices and students at senior schools. It is not planned to make general wide distribution of the book.

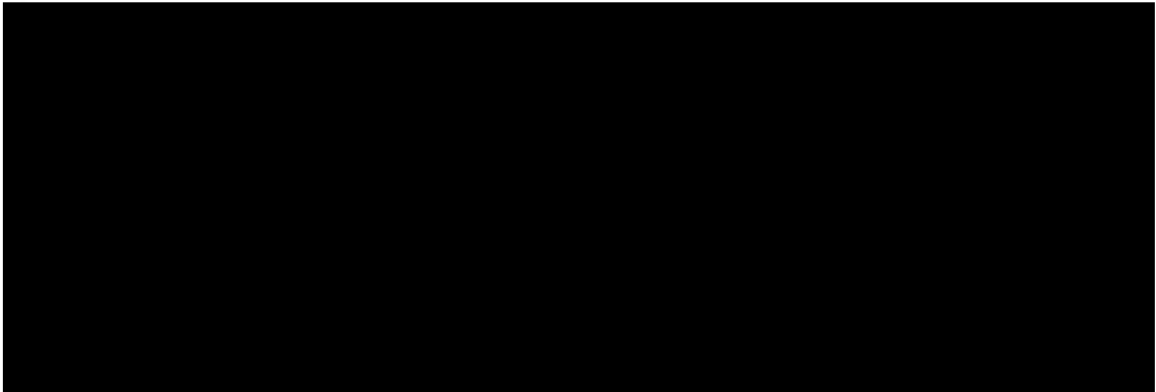
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- e. Language Training. There is currently an enrollment of 150 in the Before-and-After-Hours Language program, not including 24 TSD employees who will participate as a group in a separate program.
4. Other items of interest.
- a. Report of Representational Quarters Authorized. The A/DDP has approved our recommendation that we dispense with making the recurring six months report to him which has been a requirement since 1964. We pointed out the fact that the Chief of Mission must agree to our Chief of Station or Base occupying particular quarters gives us fair assurance that our representational housing is not going to be overly pretentious and will be comparable to quarters occupied by officials of the cover organization who are of equal rank and status. We said that chiefs of area divisions personally approve all cases based on their knowledge of the Station and the operational/representational demands upon the COS/COB and that it was our belief the delegation of authority to chiefs of area divisions has been exercised with prudence and will continue to be so exercised.
- b. Promotion of Support Careerists. Even though we have a temporary freeze on promotions, Messrs. Coffey and Wattles have decided that promotion rankings will be accomplished on schedule even though the actual making of promotions must be temporarily deferred.
- c. VIP. During the first two months of VIP operations, five purchases have been made, three from vouchered funds only and two from combined vouchered and confidential funds. The VIP trust account now owns 16,518 shares of Fidelity Capital Fund and 7,013 shares of Everest Fund. Net asset value of VIP's holdings, computed on the basis of the bid price at the closing of the market on 25 August was \$298,965.00. Of this total, \$207,466.00 represents Fidelity Capital share value and \$91,499.00 represents Everest share value. Cost of shares purchased was \$291,663.00.

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e. [REDACTED] On the occasion of his retirement a reception will be held on Thursday, 9 September 1971 between 5:30 and 7:30 p.m. in the Executive Dining Room. If you wish to attend, please make reservations with [REDACTED] extension 5096, 2D4937 - Headquarters, by COB 7 September 1971. Check for \$3.50 per person should be made payable to [REDACTED]

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f. New Inspector General. In his morning meeting today, the Director announced that Gordon Stewart will be retiring at the end of this year and that [REDACTED] has been selected as Gordon's replacement.

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g. [REDACTED] Next Tuesday [REDACTED] will assume the job as Chief of the [REDACTED] most of which group has been transferred from MPS. Frank has been replaced in his Pentagon liaison job by [REDACTED]

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

SSA/DDS  
7D16 - Hqs.

EXTENSION

6024

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Mr. 

1 Dep

CDZ

2.

Mr. 

1 Sgt

JS

3.

25X1A

Fran - File

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

**EYES ONLY**

**EYES ONLY**